

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory police positions, the primary duty of which is directing an assigned area of law enforcement for the department, which may include one or more department functions. Police Captains supervise subordinate officers in the performance of law enforcement duties in the areas of patrol, traffic control and traffic accident investigation, criminal investigation, and handling of juveniles. They assign work and schedule time-off, provide technical assistance, and review and evaluate the work performance of assigned subordinates. Police Captains work independently in most areas, with instructions for special assignments received from a superior officer. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs patrol operations, supervising uniformed officers and communications personnel, or directs operations of the criminal investigation division of the department. Assists superior officers in organizing activities of the assigned functions and assists in making decisions on the deployment of personnel. Investigates complaints against department personnel and formulates a recommendation for action to be taken on the complaint. Reviews incoming communications for the shift or division and routes work to the appropriate person or location.

Completes forms and records, and writes any reports required to document assigned activities.

Answers questions for the public about the work of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate department employees. Conducts roll call in order to give on-coming shift pertinent information related to policy changes, directives, and orders. Holds meetings for the purpose of receiving reports and disseminating information. Assigns work or duty areas and approves leave. Reviews reports written by subordinates and evaluates their work performance. Provides assistance in technical areas of work and counsels employees who are experiencing work problems. Maintains discipline.

Directs patrol operations, including overseeing functions such as investigating complaints received by the department, handling disturbance calls, protecting scenes of crimes, apprehending and arresting persons suspected of committing crimes, and testifying in court.

Directs traffic control and accident investigations, including overseeing functions such as stopping vehicles whose drivers have committed traffic violations, issuing warnings and citations, handling hazardous traffic situations, and conducting investigations of traffic accidents.

Directs the criminal investigation activities of the department, including personally performing investigations of thefts, burglaries, robberies, homicides, violations of narcotics laws, sex offenses, arson, and forgeries. Makes searches and collects evidence. Interviews witnesses and interrogates suspects.

Directs the handling of juveniles, including overseeing functions such as investigating reports of suspected child abuse or criminal neglect, investigating crimes when juveniles are suspected to be involved, and attempting to locate juvenile runaways.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant with at least one year in that class with the department immediately preceding application to the board.

BK	11-03-76
Rev	04-01-91
	11-15-94
	08-30-00
	09-20-07
	06-30-11